TENTATIVE TRACT MAP AND PARCEL MAP

Submittal Requirements and Checklist



The purpose of this form is to inform applicants of the basic submittal requirements in order to allow staff to accurately analyze and process a Tentative Tract or a Tentative Parcel Map application. A Tentative Tract or a Tentative Parcel Map application will not be considered for approval, either by staff or City Council, until all required information is submitted and deemed complete. The following is required to be submitted at the time of application

1.		Deposit in the amount of:			
		□ Tentative Tract Map: \$3,000			
		□ Tentative Tract Map Time Extension: \$1,000			
		□ Tentative Parcel Map \$2,500			
		□ Tentative Parcel Map Time Extension \$500			
2.		Completed Discretionary Permit Application			
3.		Completed Ownership Disclosure Form			
4.		Completed Environmental Information Form			
5.		Completed Public Notice Package			
6.		Twelve (12) copies of the map drawn to scale and fully dimensioned. All maps should be bound together and folded to 8.5 inches \times 11 inches. <u>Also</u> provide one (1) 8.5 inches \times 11 inches reduced map. Include all information described on the Map Requirements Checklist below:			
7.	Map Requirements Checklist:				
	ם ·	Name and address of the record owner of the property proposed to be subdivided and the name and address of the applicant. The applicant and owner; or the applicant alone, provided the applicant is authorized in writing by the owner, shall sign the Tentative Map indicating approval of the filing of such map.			
		Name and address of the registered civil engineer, or licensed surveyor, who prepared the map and the date of preparation.			
		Written statement of acknowledgement from any public utility owning easements, right-of-way, or other property within the boundaries of the proposed subdivision			
		North point and graphic scale of map			
		Sufficient description to define the boundaries of the proposed subdivision and a vicinity map indicating the general location of the proposed subdivision			
		management games as section of the proposed cast annotation			

		Location, names, widths and approximate grades and radii or proposed and existing streets, alleys, utilities easement and right-of-ways in and adjacent to the subdivision
		Approximate dimensions of each lot, approximate radii of all curves
		Elevation contours and general grade plan of lots
		Provide legal description and assessors parcel number(s)
		Approximate boundaries of areas subject to inundation of storm water overflow and location, width,
		and direction of the flow of watercourses
		Location of existing buildings, trees, railroads, or other physical features affecting the subdivision
	J	within the tract or within twenty-five feet of the boundaries thereof. Identify existing features to be removed
		Location, size, and flow line elevations at manholes of the nearest available public sewers (sanitary
		and storm water) and water mains, existing or planned
		Indication of present zoning of the parcel(s)
		Existing monuments or stakes identifying lot corners
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		All streets shall be designated on the Tentative Map along with the existing or proposed street name as established by the street name procedure in the Municipal Code
		All appropriate certifications as required in 66410 o the California Government Code
		An appropriate certifications as required in 60410 of the California Government Code
8.		Preliminary Title Report
9.		For Tentative Parcel Map, submit a statement that verifies that the applicant(s) have not ever
		owned any adjacent parcel(s)
10.		Completed Form 7-B - City of Imperial Beach Storm Water Management Plan
11.		For condominium conversions, submit proof of tenant notification required by California Government Code 66452.9(a) Pursuant to the provisions of subdivision (a) of Section 66427.1, the subdivider shall give notice 60 days prior to the filing of a tentataive map pursuant to Section 66452 in the form outlined in subdivision (b), to each tenant of the subject property. (b) The notice shall be as follows:
		To the occupant(c) of
		To the occupant(s) of: Address
		The owner(s) of this building, at (address), plans to file a tentative map with the (city, county, or city and county) to convert this building to a (condominium, community apartment, or stock cooperative project). You shall be given notice of each hearing for which is required pursuant to Sections 66451.3 and 66452.5 of the Government Code, and you have the right to appear and the right to be heard at any such hearing.
		(signature of owner or owner's agent and date)
		The written notice to tenants required by this section shall be deemed satisfied if such notices comply with the legal requirements of service by mail.

12.		Compliance with Ordinance 2005-1023, which includes but is not limited to: Proposed Site Plan/Elevations and Tentative Parcel/Subdivision Map. Landscaping/Irrigation Plan Building Construction Requirements Physical Elements Report Tenant Relocation Assistance				
Please remember to check-off list items at application submittal. A copy of this checklist form should be submitted with the application.						
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